



DUTY STATEMENT

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| Classification: Information Technology Specialist I | | Position Number: 835-186-1402-005 |
| Division/Office/Section: AFITS / IT Services / Software Project Management Section | | |
| Location: Sacramento | Effective Date: 6/28/2021 | |
| Employee's Name: | Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Supervisor's Name: Kori Lin Arbis | | |
| Collective Bargaining Identifier (CBID): R01 | | |

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION

Under the general supervision of the IT Supervisor II who manages the Software Project Management Section, the incumbent acts as a project manager and lead business analyst regarding the development and/or implement of COTS and custom applications, systems and/or tools. Applies industry standards, methodologies, principals, and techniques of business analysis and project management to lead teams of analysts and developers in the design, implementation, testing, deployment, maintenance, and documentation of IT solutions for CalRecycle staff and program participants. The incumbent will be partnered with technical staff and will utilize common office productivity applications and specialized software developer tools as part of their primary job function. The incumbent will be required to communicate ideas and concepts effectively verbally and in writing to technical and non-technical staff and management.

The majority of duties for this position fall under the IT Project Management, Software Engineering, and Business Technology Management domains.

ESSENTIAL FUNCTIONS

50% Project Management

As the project manager, apply industry standards, Project Management Body of Knowledge (PMBOK) principles, methods, and techniques to manage all aspects of single or multiple projects ranging in complexity based on business and technical factors, through all phases of the project management and System Development Life Cycle (SDLC), including people, resources, and schedules. Ensure efficient and effective delivery of CalRecycle's IT services or COTS systems, applications, or tools by defining the scope of the project in collaboration with senior management and by developing and sustaining cooperative working relationships with project stakeholders through all project phases. Meet regularly with the project team (state and vendor), project sponsor, project steering committee, governance, directorate, control agencies, and other external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities. Lead and/or direct the documentation of business processes or operational activities.

Develop and manage project management documentation or reports including, project charters, schedules, risk registers, issue logs, project management plans (PMP), work breakdown schedules (WBS), communication and RACI matrices, perform communication, stakeholder, risk, and quality management, etc., to include effectively allocating resources to the activities of the project. Monitor and track project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards. Ensure execution of and compliance with change control processes. Evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures. Prepare project status reports by collecting, analyzing, and summarizing information and trends. Perform project closing functions including lessons learned and post implementation reports. Maintain the tools that serves as the central repository for all project documentation and as a communication tool for the project team and clients.

40% Business Analysis: Investigation, Analysis, and Design
Incumbent will perform analysis on CalRecycle's IT services or COTS systems, applications, tools, or enhancements, processes, workloads, and operational services, and communicate with internal (CalRecycle) and external (program participants) to identify issues, problems, and opportunities. Perform research related to technology trends and best practices, using industry-standard methodologies to perform analysis. Work with project manager, technical/non-technical staff, and management to research or identify proposed solutions. Research to include performing or developing feasibility studies/market analysis, SWOT analysis, estimated costs, and resources.

Ensure efficient and effective delivery/development of CalRecycle's IT services or COTS system, applications, tools, or enhancements through accurate application of CalRecycle coding and security standards and requirements fulfillment. Perform business requirements gathering, documentation, analysis, prioritization, and measurement; and support the design, testing, and deployment of custom reports, tools, and databases to fulfill those requirements. Ensure project scope is maintained by mapping business requirements to the design of reports and tools; track the design of complex pages, database structures, logic, and queries. Ensure accurate functionality and adherence to business requirements by coordinating with technical staff to develop and track entity relationship diagrams, website diagrams, design and coding of the most complex pages, code debugging, code refactoring, integration of existing code bases, and testing of completed pages. Work with the solution architect, technical leads and the database administrator to develop and refine database designs and integrate databases into the department's overall data management structure.

Produce technical documentation to support the understanding and use of CalRecycle's IT services or COTS system, application, tools, or enhancements. Documentation can include online help and manuals (system, end-user, and training), business requirements documents (BRD), user stories, test plans, page mockups, phase review reports, system/application/web/data/user diagrams, project status reports, post implementation reports, etc. Develop, catalogue, and track test scripts to test completed content for correct functionality. Perform additional analysis as necessary to clarify/refine requirements and/or evaluate possible scope changes. Coordinate and participate in internal (IT staff) and user acceptance testing (UAT). Provide analysis of CalRecycle software application user activity, detection of reporting trends, and suggest remediation where process weaknesses are detected.

Document and ensure bugs are addressed promptly, and collaborate with the required IT Services unit manager(s) to acquire needed resources to fulfill service or solution request.

Keep project manager, program, ITS management informed regarding project status and issues. Maintain the tools that serves as the central repository for all documentation and as a communication tool for the teams and clients. Work with other project managers to ensure appropriate consistency in project management methodology, documentation, and communication.

MARGINAL FUNCTIONS

5% Other Duties. Other duties as required including but not limited to: Provide basic technical assistance to program staff on web-related issues, CalRecycle-managed software applications, office productivity software, and hardware. Occasionally provide or participate in providing brief presentations on technical topics to IT staff. Develop documentation, prepare reports, studies, and issue papers.

5% Continuing Education. Assure that knowledge, skills, and technical competencies are kept up to date through training, research, and self-study.

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| I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation: | | Date: |
| Employee Signature: | | |
| I certify that the above accurately represent the duties of the position: | | Date: |
| Supervisor Signature: | | |
| PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by: | | |
| C&P Analyst: | Date Approved: | |

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code. Disclosure category 8
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION:

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
 - ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
 - ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: Communicate with customers, peers, and management.
 - ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
 - ☐ **RESPIRATORY SYSTEM** – Your respiratory system must be in sufficient condition to perform these duties:
 - ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
 - ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper, etc.
 - ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
 - ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
 - ☐ **LIFTING** – You must be able to lift up to 30 pounds to perform the following duties:
 - ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on detailed coding tasks; problem solving and troubleshooting; technical writing; listening to customers, peers, and management; online learning, etc.
 - ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
 - ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date